



2009 ANNUAL HAZARDOUS WASTE REPORT

Frequently Asked Questions

1. Who is required to file the 2009 Annual Hazardous Waste Report?

All RCRA Class 1 (> 1000 Kg/Mo) generators, TSD Facilities, and generators who are registered with LDEQ as Large Quantity (Class I) generators must complete the 2009 Annual Hazardous Waste Report. Class 2 and Class 3 generators are no longer required to file the Annual Hazardous Waste Report in accordance with LAC 33:V Chapters 1, 9, 11, 15-21, 23-29, and 31-37.

2. Are there any changes to the 2009 Annual Hazardous Waste Report?

All boxes on the Generation and Management (GM) Form and the Waste Received from Off-Site (WR) Form must be completed. The "Waste Description" and the "Form Code" fields are now required fields. Additional fields have been added to the RCRA Subtitle C Site Identification Form in Sections 1, 8, 9, 10, and 12. Section 10 D and Section 12 of the RCRA Subtitle C Site Identification Form and the Addendum to the RCRA Subtitle C Site Identification Form are not applicable fields for Louisiana reporters and should be left blank. Section 1 G has been added to the Generation and Management (GM) Form. This box requests information on Waste Minimization. See page 70 of the Instructions and Forms Booklet for a list of Waste Minimization codes. Federal Regulations, 40 CFR 262.41(3)&(4), require that the Offsite Identification form be completed and submitted as part of the Hazardous Waste Report.

3. How may I obtain a copy of the 2009 Annual Hazardous Waste Reporting Packet?

You may download the 2009 Instructions and Forms booklet, the Waste Reporter Software, and the BRState Software from the LDEQ web link located at <http://www.deq.louisiana.gov/portal/tabid/217/Default.aspx>. In order to reduce costs, LDEQ will mail paper reporting packets only upon request. To request a paper copy of the 2009 Annual Hazardous Waste Reporting packet call (225) 219-3250 or (225) 219-3185.

4. How may I obtain the 2009 electronic reporting software?

Sites should download either the Waste Reporter Software or the BRState Software for use in completing their report. The electronic reporting software may be downloaded from the LDEQ web link located at <http://www.deq.louisiana.gov/portal/tabid/217/Default.aspx>. The most current version of Waste Reporter or BRState must be downloaded and used for submission of the 2009 Annual Hazardous Waste Report. If you have an old version of the software please download the updated version.

5. What is the procedure for submitting my report electronically?

Complete your report in the 2009 Waste Reporter or BRState Software downloaded from the LDEQ website at <http://www.deq.louisiana.gov/portal/tabid/217/Default.aspx>. Once your data has been input into Waste Reporter or BRState, validate the data, and create a submission file. (The submission file on your disk MUST be a zip file in the format indicated. The name on the zip file will consist of your EPA ID# followed by "BR2009". Example: LAD000111222BR2009.ZIP.) You should mail or deliver to LDEQ the diskette or CD with the required zip file and the signed paper copy of the RCRA Subtitle C Site Identification Form. We are unable at this time to accept the reports by e-mail.

6. Will workshops be held in January 2010 for the 2009 Annual Hazardous Waste Reporting Year?

LDEQ has scheduled workshops in January 2010 for the 2009 Annual Hazardous Waste Reporting year. Please "[click here](#)" to view the workshop schedule for dates, times and locations of the workshops. These workshops have been scheduled to review the reporting software and discuss the Annual Hazardous Waste Reporting process.

7. Which software should I use to complete the 2009 Annual Hazardous Waste Report, the BRState or the Waste Reporter Software?

You may choose either software to complete your report. There is no charge for the use of the software, and both Waste Reporter and BRState will allow you to complete your report electronically.

9. How do I use the BRState Software or the Waste Reporter Software?

Workshops have been scheduled to review the BRState Software and Waste Reporter Software. You may also use the "Help" button on the toolbar of the Waste Reporter program or consult the "How Do I?" button on the main page of the BRState Program for information on program use. You also may call LDEQ at (225) 219-3185 or (225) 219-3250 if you have questions regarding the use and download of the software.

9. Must I download the Waste Reporter Software or BRState Software every year?

To ensure that you are using the most up to date version of the software available, and so that the submission file created will reflect the report year in which the report was created, you must download the most current software every year.

10. Must my electronic submission of the 2009 Annual Hazardous Waste Report be in a certain format?

An example of the electronic submission file that MUST be submitted to LDEQ is LAD123456799BR2009.ZIP. Files submitted in any other format will not be accepted. The Waste Reporter and BRState Software programs will create the zip file in the required format.

11. When is the submission deadline for the 2009 Annual Hazardous Waste Report?

The regulatory reporting deadline for the 2009 Annual Hazardous Waste Report submission is March 1, 2010.

12. Whom should I contact with questions regarding the Annual Hazardous Waste report and/or the electronic reporting software?

Annual Hazardous Waste Report contacts: Charles Bennett at (225)219-3250 or Sheryl Grimmer at (225)219-3185.

13. Am I required to complete and submit the Offsite Identification (OI) Form?

Federal Regulations, 40 CFR 262.41(3)&(4), require that the Offsite Identification form be completed and submitted as part of the Hazardous Waste Report. Reports submitted without an Offsite Identification form will be considered incomplete.

13. Where should I return the forms, electronic files and signed site identification forms?

2009 is a state and a federal reporting year, and reports should be submitted to the Louisiana Department of Environmental Quality where the report information will be collected, compiled, and sent to the Environmental Protection Agency (EPA).

Mailing address: Louisiana Department of Environmental Quality
Office of Environmental Services
Permit Support Services Division
Notifications and Accreditations Section
PO Box 4313
Baton Rouge, LA 70821-4313

Physical address: Louisiana Department of Environmental Quality
Office of Environmental Services
Permit Support Services Division
Notifications and Accreditations Section
Galvez Building
602 N. Fifth Street
Baton Rouge, LA 70802